

ISSUING AUTHORITY: Indiana Department of Correction, Reentry Division, Community Corrections Section		EFFECTIVE DATE: 06/02/2010
APPLICABLE TO: Community Corrections Grant Act Programs		
TITLE: Procedural Bulletin #22	SUBJECT: Vehicles	
TEXT: <div style="margin-left: 40px;"> PURPOSE: To establish guidelines for the use of vehicles (including trailers) Which are regarded as fixed assets of the CCGAP. </div> <div style="margin-left: 40px;"> LEGAL REFERENCE: </div> <div style="margin-left: 40px;"> RELATED BULLETINS: Procedural Bulletin #21 </div>		

I. Procedures

- A. All vehicles shall be listed on the Fixed Asset Inventory (Procedural Bulletin 13).
- B. Vehicles and trailers shall be disposed of in accordance with Procedural Bulletin #13.
- C. All Vehicles and trailers shall be licensed and registered using the Agency name, (e.g., Lake County Community Corrections or Lake County Commissioners/Community Corrections).
 - 1. All local CCGAP vehicles shall be insured by the county.
 - 1. Insurance shall be maintained at the same standard as for other county owned vehicles.
 - 2. Proof of Insurance shall be maintained in the offices housing the administrative staff of the CCGAP.
- D. No person other than an employee of the local CCGAP shall operate the vehicle.
- E. Vehicles will be used for official business only.
- F. All CCGAP's shall have a policy on authorized passengers in a CCGAP vehicle.
- G. Moving and parking citations and/or tow away charges must be paid by the operator of the vehicle.
- H. With the approval of the *Advisory Board*, a vehicle may be driven home at the end of the business day to prevent vandalism or if the job responsibilities require an employee to be on call.
- I. Operation of CCGAP vehicle(s) out of the jurisdiction served by the local CCGAP shall be in accordance with the policies established by the Advisory Board if different than county policy.

II. Travel Logs

- A. An accurate record of all travel and mileage shall be recorded daily on the State Travel Log form #13696 (P.B. #14, Attach. 1). If a jurisdiction uses a different form, use of the alternate form must be approved by the Department.
- B. The Travel Log is to record the specific reason for travel and not such general descriptions as "official duties".
- C. When recording mileage, the odometer reading at the beginning and end of each day, as well as reading at the end of each destination shall be recorded.
- D. The Travel Log shall be filed monthly and be maintained in the agency administrative offices.
- E. All receipts for vehicle related expenses shall be permanently maintained with the Travel Log at the administrative offices of the CCGAP.

III. County Policies

County policies governing the use of vehicles shall be followed, if such policies exist. In absence of such policies, the Advisory Board shall implement policies regarding vehicles, provided they are not less restrictive than those policies contained herein.

Report of Vehicle Mileage and Costs

Travel Log Form #13696

Completion Instructions:

1. COMMISSION NUMBER: Should indicate license plate number
2. AGENCY ACCOUNT NUMBER: Should indicate component(s) for which vehicle is used.
3. STATUS: Not Applicable.
4. END MILEAGE: Indicate odometer reading at the end of the month.
5. DATE IN SERVICE: Indicate first day of the reporting period.
6. TIME: Not Applicable.
7. START MILEAGE: Indicate odometer reading at the beginning of the month.
8. DATE OUT OF SERVICE: Indicate the last day of the reporting period.
9. MILES DRIVEN: Indicate the number of miles driven of the month within the reporting period. (End mileage minus Start mileage).
10. DAY: Indicate day (date)
11. ODOMETER READING: Indicate reading at each stop
12. FROM: Indicate address from which each trip originates
13. TO: Indicate the Address to which the odometer reading relates
14. REASON FOR TRAVEL: Indicate SPECIFIC reason for travel to the address noted. (This should NOT be reported in general terms such as "employment duties").
15. COMMUTE MILES: Indicate if the miles driven were for commuting purposes (i.e., back and forth to work) as outlined in Section II, number 7. If miles driven were from home to first work related stop, indicate such. Note: This may have tax implications.
16. GASOLINE, OIL, AND Should show actual expenses as:
17. MAINTENANCE COST: indicated by receipts
18. DRIVER INITIAL: Indicate the actual driver of the vehicle if it is other than the regularly assigned operator.
19. TOTALS: Totals should indicate the total of each line item, and in case of multiple pages it should be a sub-total of each page, with the GRAND TOTAL of all pages indicated on the last page of the report.
20. MOTOR POOL (signature) Not Applicable
21. AGENCY Indicate the name of the Program (i.e. Shelby County Community Corrections).
22. DRIVER'S SIGNATURE Signature of the Operator to whom the vehicle is permanently assigned, or the most frequent user.